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RFP/FJI/JPN/002/20 – Architectural & Engineering Design Services for Pohnpei State EOC/Fire Station in Kolonia and FSM DECEM/NEOC Expansion and Refurbishment in Palikir Federated States of Micronesia PRE-BID CONFERENCE MINUTES

Date: 27 March 2020
Time: 11:00-11:29 (Fiji time)
Venue: UNDP Pacific Office in Fiji and FSM through zoom:
<https://undp.zoom.us/j/874143999?pwd=YnA0eWdTazY1dWFWMFQwNXZXTTVpUT09>

Participants:

- a. UNDP Project team in Fiji (Project Manager and Procurement Specialist)
- b. UNDP Project team in FSM (Country Project Coordinator and Procurement & Logistics Officer)
- c. Six Interested companies.

THE BRIEFING BACKGROUND:

UNDP Pacific EDCR Project has launched a Request for Proposal - **RFP/FJI/JPN/002/20** on 19 March 2020 to select a company for Design consultancy services Architectural and Engineering Design Services for Pohnpei State EOC/Fire Station in Kolonia and FSM DECEM/NEOC Expansion and Refurbishment in Palikir Federated States of Micronesia. Interested companies were invited to attend pre-bid conference scheduled for 27 March 2020 at 11.00 Fiji time. The objective of the pre-bid meeting is to brief interested companies on terms and conditions of the tender, explain technical aspects of the schedule of requirements and specifications and respond to the questions of bidders.

THE KEY MEETING OUTCOMES:

UNDP EDCR Project Procurement Specialist briefed meeting participants on purpose of the tender, terms, conditions and requirements outlined in the solicitation document.

This is the first round of competitive process:

- 1) Deadline for proposal is April 2, 2020. Need to be submitted on or before the deadline, one minute late will not be accepted, this is a strict requirement of UNDP Procurement. Bid Proposals are required to be submitted to etenderbox.pacific@undp.org You are kindly required to mention the reference number (**RFP/FJI/JPN/002/20**) in the subject part of the email otherwise it will be lost with other bid proposals. Any questions after pre-bid meeting need to be provided in writing by email to the emails provided in the solicitation documents. Please also review solicitation documents and find all the requirements that will be used by the evaluation committee to access your proposals, there will also be no additional or new requirements added during bidding process.
- 2) Yoko Ebisawa, Project Manager, mentioned that the project time is very critical. Considering the COVID-19 issues, we are still trying to move forward and complete as much as possible.
- 3) Anthony De La Cruz, Country Project Coordinator, informed bidders about the projects, the project is called Enhancing Disaster and Climate Resilience, helping FSM in terms of responding to natural disasters and the effects of Climate Change. The request for proposals is for two sites, the first site is in the State of Pohnpei, this will be the Pohnpei State Emergency Operations Center (PSEOC) which will be functioning concurrently as a fire station because in Pohnpei State it functions as the same office, fire function and disaster response office. For the second site, the National Emergency Operations Center (NEOC) in Palikir, Pohnpei. This does not pertain to any specific state in FSM, but it pertains to the National government in

FSM. There is an existing building, which they call NEOC or DECEM, and would like to expand the existing building and do some refurbishment on the existing building. Anthony emphasizes three things for the design: 1) resilience to disaster and climate change, 2) gender sensitive, 3) accessible to persons with disabilities and other social groups.

It was noted that bidders are requested carefully read and review UNDP requirement on submission as well as evaluation criteria and team composition. This will help to identify your compliance to the RFP requirements and points you may obtain during technical evaluation.

Further during the meeting, the question and answer session was conducted and below is the record of discussion during the pre-bid meeting.

QUESTIONS AND ANSWERS:

#	Questions	Answers
1	Regarding the deadline and social isolation movement may be useful if an extra week extension can be granted?	Proposals submission deadline has been extended until 23.59 Fiji time on 16 April 2020.
2	When is the deadline for questions?	Questions should be sent 2 days before deadline so we can address them in timely manner.
3	COVID 19 Updates in the FSM?	There are no confirmed cases in the FSM but there are travel restrictions. Those are the only limitations in terms of travel.
4	Question about Annexes	Annex 1, 2, and 4 can be found in the tender documents. Due to the sizes of Annexes 3 and 5 with photos, we could not upload them to the tender portals. However, we provide photos of site upon request using big size transfer tools.
5	Extension for submission of bids, the Philippines is already under quarantine until 12 April. Can submission date be extended for 2 weeks?	Proposals submission deadline has been extended until 23.59 Fiji time on 16 April 2020.

Notes:

1. Minutes of the meeting will be posted on the website. UNDP procurement notices and all relevant tender information will also be posted on the following portals:
 1. UNGM: <https://www.ungm.org/Public/Notice/105849>
 2. PSO: https://procurement-notices.undp.org/view_notice.cfm?notice_id=64405
3. Questions on tender can be sent in writing to murod.ruziev@undp.org or procurement.fj@undp.org before 2 days to bids submission deadline.